

Section 4: DUTIES OF OWNERS, OFFICERS, DIRECTORS, MANAGERS, AND KEY PERSONNEL

INSTRUCTIONS: Complete for any new owners and non-owners who do anything listed below for the business. Make enough copies of this form to provide information on each and every applicable person. ***Submit resumes for each new owner and non-owner identified below.*** Circle the frequency of each person's involvement as follows:

A = Always
F = Frequently
S = Seldom
N = Never

Name: _____
 Title: _____
 Race: _____
 Percent Owned: _____
 Gender: _____ Male _____ Female
 Salary: \$ _____
 Other Benefits \$ _____

Name: _____
 Title: _____
 Race: _____
 Percent Owned: _____
 Gender: _____ Male _____ Female
 Salary: \$ _____
 Other Benefits \$ _____

Name: _____
 Title: _____
 Race: _____
 Percent Owned: _____
 Gender: _____ Male _____ Female
 Salary: \$ _____
 Other Benefits \$ _____

Sets policy on company
 (direction/scope/financial)

A F S N

A F S N

A F S N

Bidding & Estimating

A F S N

A F S N

A F S N

Major purchasing decisions

A F S N

A F S N

A F S N

Marketing & sales

A F S N

A F S N

A F S N

Supervises field operations

A F S N

A F S N

A F S N

Office management

A F S N

A F S N

A F S N

Hires & fires management staff

A F S N

A F S N

A F S N

Designates profits spending or
 investment

A F S N

A F S N

A F S N

Obligates business by
 contract/credit/bond/insurance

A F S N

A F S N

A F S N

Signs business checks

A F S N

A F S N

A F S N

Do any of the persons listed above perform a management or supervisory function for any other business? Yes No If Yes, identify for each: Person: _____ Business: _____ Title/Function: _____	Do any of the persons listed above own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)? Yes No If Yes, identify for each: Firm Name: _____ Person: _____ Nature of Business Relationship: _____
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